QUICK REFERENCE

Quota Payout - Create

QUICK REFERENCE GUIDE

Use this procedure to pay out annual and/or compensatory quotas.

PA30

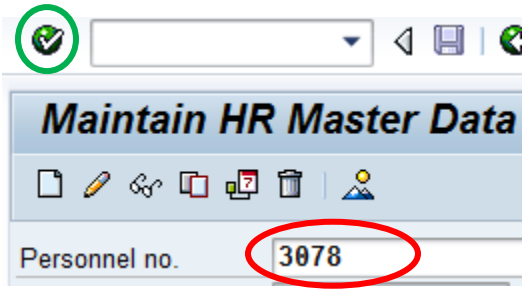
Perform this procedure when you need to pay out annual and/or compensatory balances when employee leaves an active status.

Prerequisites:

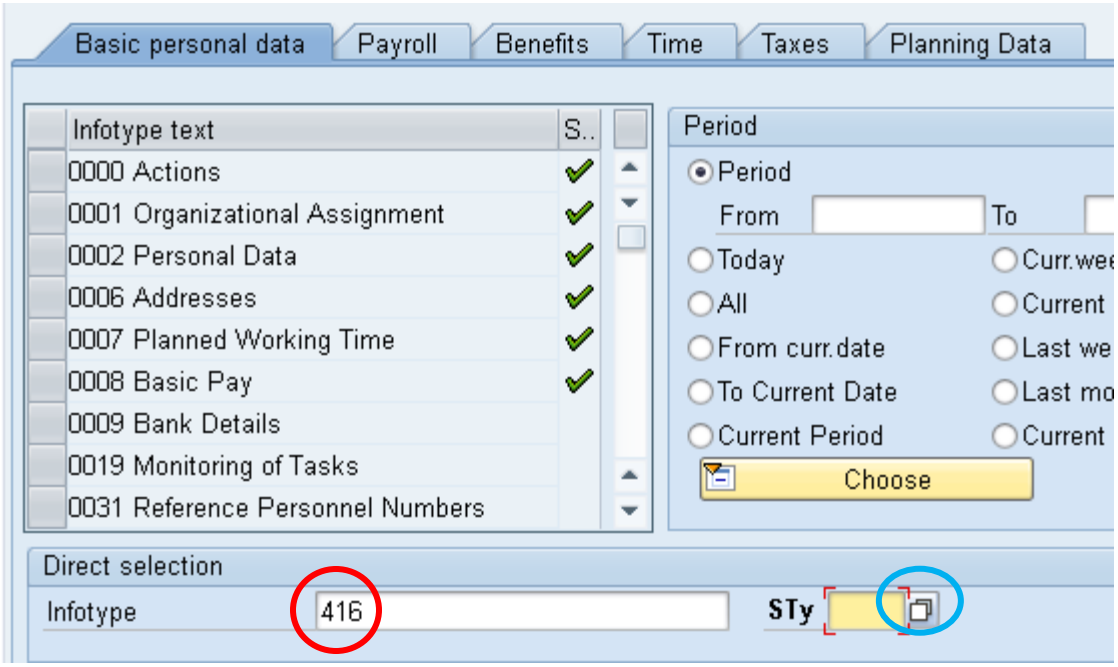
- **Employee must have a leave quota**
- **You must have access to the employee**

Enter the Transaction code (**PA30**) in the command field

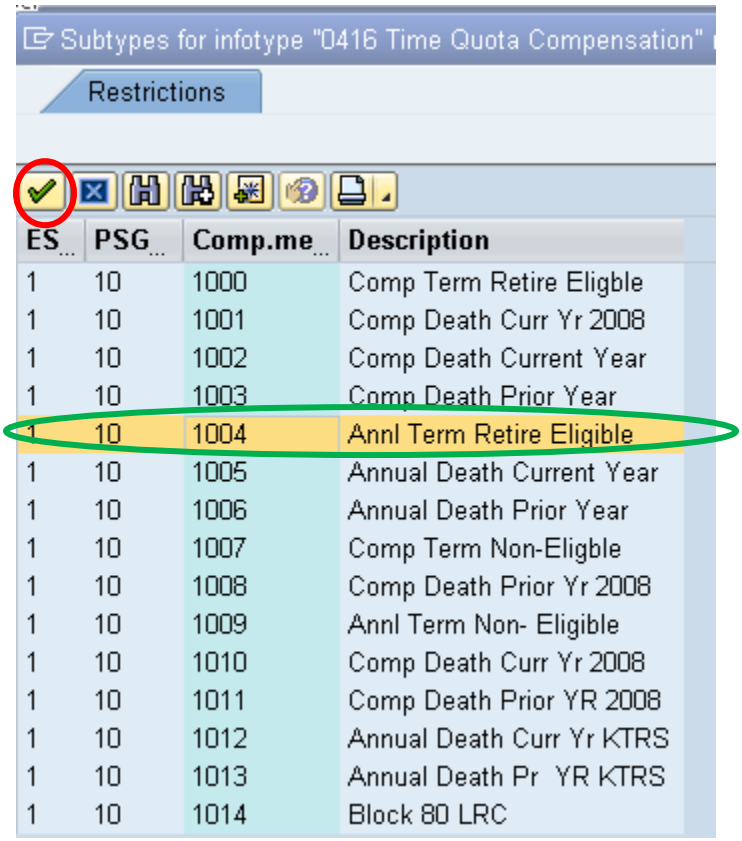
Click the **green check**



Enter the **PERNR** in the "Personnel no." field, then click the **green check** button and verify that the employee data is correct



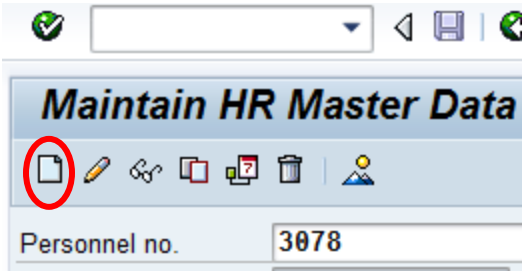
Enter **0416** in the "Infotype field". Next click in the "Sty" field and click the **match box** to the right. This will open the "Subtypes for infotype" window.



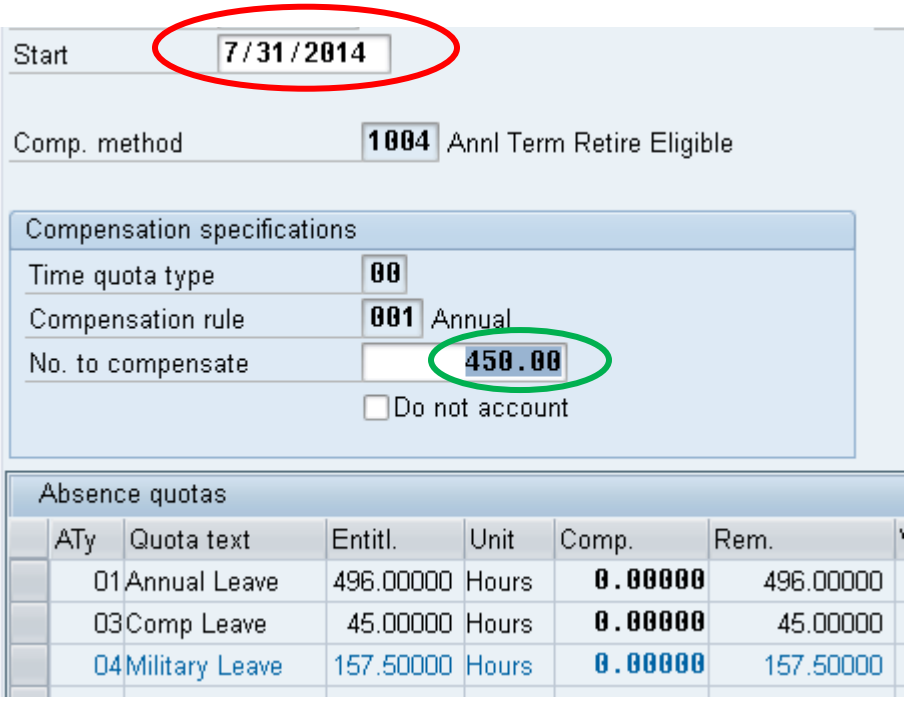
ES...	PSG...	Comp.me...	Description
1	10	1000	Comp Term Retire Eligble
1	10	1001	Comp Death Curr Yr 2008
1	10	1002	Comp Death Current Year
1	10	1003	Comp Death Prior Year
1	10	1004	Annl Term Retire Eligible
1	10	1005	Annual Death Current Year
1	10	1006	Annual Death Prior Year
1	10	1007	Comp Term Non-Eligble
1	10	1008	Comp Death Prior Yr 2008
1	10	1009	Annl Term Non- Eligible
1	10	1010	Comp Death Curr Yr 2008
1	10	1011	Comp Death Prior YR 2008
1	10	1012	Annual Death Curr Yr KTRS
1	10	1013	Annual Death Pr YR KTRS
1	10	1014	Block 80 LRC

In this example **1004 Annual Term Retire Eligible** was chosen.

Several options will be displayed for compensation. Selec the option that is desired. Then click the **green check**. This will close the active window.



Click the **Create button** at the top of the screen.



Enter the **last active day** of employement in the "Start" field. Enter the **number of hours** to be compensated in the "No. to Compnesate" field.

NOTE

The number of annual hours cannot be greater than the maximum amount of workdays based on the employees months of service. The following table will show the maximum amount of annual hours that can be paid based on the employees months of service

Months of Service	Maximum Amount
0-59 months	Thirty (30) workdays
60-119 months	Thirty-seven (37) workdays
120-179 months	Forty-five (45) workdays
180-239 months	Fifty-two (52) workdays
240 months and over	Sixty (60) workdays

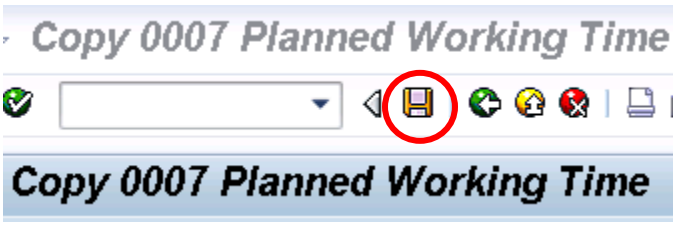
Click the **Compensate** button to see the amount of hours to be paid.

NOTE

Absence quotas

ATy	Quota text	Entitl.	Unit	Comp.	Rem.
01	Annual Leave	496.00000	Hours	450.00000	46.00000
03	Comp Leave	45.00000	Hours	0.00000	45.00000
04	Military Leave	157.50000	Hours	0.00000	157.50000

Notice the remaining balance decresed by the amount of hours to be paid. In this example the remaining hours decresed from 496 to 46.



Click the **save** button